

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130102-0

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OL/RECD-4	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	
Construction Workload Summary					STATISTICAL	
					NARRATIVE	
3. FUNCTIONAL AREA					X MACHINE-NAME LISTING	
					ADMIN. GENERAL	
PERSONNEL					TRAINING	
X LOGISTICS					SECURITY	
MEDICAL					FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
2		Quarterly			1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
IBM Printout		X YES IF YES GIVE ADP PROCESSING NO. NO Internal OL			Established by C/RECD	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
Field Engineering Branch of RECD				Feeder reports submitted from overseas project engineers by geographic area and STAT		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
GS-10.9	6.62	110	728.70	4		2,912.80
B. COSTS OF COMPUTER PRODUCED REPORTS						
GS-10.9	30pgs 6.62X	.05/pg 110X	1.50 828.70X	4 4		6.00 2,912.80X
TOTAL COSTS PER YEAR						2,912.80 2,918.80
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Necessary to respond to urgent requirements. Also used as a Deputy Director of Logistics reference.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
X	RETAIN AS IS				MAN-HOURS	
	CHANGE				DOLLARS	
	DISCONTINUE					
16. DATE OF INVENTORY		17. EXTENSION				STAT
9 October 1970		Executive Officer, Real Estate and Construction Division, OL				